

AQUINNAH LIBRARY
Program Coordinator – Library Associate
Approved by the Library Board of Trustees 10/26/2023
Approved by the Aquinnah Select Board 1/10/2024

DEFINITION

Duties include: hosting in-person and virtual programs, booking presenters, public speaking, and maintaining clear lines of communication with presenters, library staff, and the public. Conducting advertising and outreach to publicize library programs via newsletters, press releases, and social media. Coordination of program room booking as well as setting up meeting space and AV equipment or online meeting software for programming. Assisting with the development of promotional literature, and working at the circulation desk as needed.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develop, coordinate, publicize, and produce programs for all ages. Promote library functions and programming through various means, including print and online newsletters, press releases, targeted emails, fliers, and social media tools.
- Manage and maintain library web page and calendar of events.
- Utilize Zoom, Google Meet, and other online meeting tools and programming tools. Digitally record, edit, and publish selected library programming when applicable.
- Provide setup and breakdown services for library programs, including tables, chairs, and A/V equipment.
- Communicate with speakers and performers to ascertain program setup needs.
- Develop and maintain partnerships/relationships with the Wampanoag Tribe of Gay Head, Aquinnah Cultural Center, Friends of the Aquinnah Public Library, local museums, town governments, businesses, art agencies, non-profit groups, and schools to provide a broad range of programs.
- Write copy and plan for promotional material for all events. Maintain marketing displays.
- Execute and oversee all library events to ensure all programs run smoothly and appropriately.
- Provide overall supervision to event volunteers including their selection, training and development, performance assessment, and work priorities.
- Manage calendar and maintain statistics for all programs. Prepare all event information for monthly newsletter publication.
- Prepare and implement a draft programming budget, as well as identify potential funding sources, including the preparation and administration of grants received.

- Perform circulation desk duties as needed, including check in/check out of library materials, provide assistance in finding materials both in person and over the phone, registering new borrowers, providing technological assistance and readers' advisory services, and participating in the library's opening and closing procedures.
- Must be able to pass a CORI check as defined by the designated CORI officer in the Town of Aquinnah.
- Work schedule requires evenings and Saturday hours, including some hours outside of posted library hours.
- Performs a variety of related duties.

SUPERVISION RECEIVED

Under the supervision of and in consultation with the Library Director, the employee carries out the duties of Program Coordinator independently. The Library Director provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions. Additionally, when performing circulation duties, the employee will be directly supervised by the Circulation Coordinator. Circulation Coordinator and Program Coordinator work together to provide excellent library services and complete special projects.

The employee consults with the Library Director when clarification is needed. The employee will independently maintain an up-to-date skill set related to library technology and recommend appropriate equipment and technological updates as needed.

NATURE AND PURPOSE OF CONTACTS

The position has constant interaction with co-workers, the general public, Friends of the Aquinnah Public Library, groups and/or individuals such as civic leaders, peers from other organizations, guest speakers, representatives of professional organizations, and the news media. Relationships with co-workers and the general public involves problem solving skills and more than ordinary courtesy, tact and diplomacy when dealing with the public and co-workers.

CONFIDENTIALITY

Duties shall be performed appropriately to represent the policies and procedures of the Library, and with respect and confidentiality of the records of the library and its users as required by Local, State, and Federal laws.

EDUCATION AND EXPERIENCE

Bachelor's Degree in a related field required and library experience preferred; one year's prior relevant work experience; or any equivalent combination of education or work experience, including the skills listed below.

Working knowledge of public library operations; functions and services; public relations practices; presenting materials; designing and writing promotional materials and press releases; event and program planning.

Proficiency using online databases, scheduling software, Canva, Malchimp, WordPress, Google Drive, and other computer-based tools, and a demonstrated ability in graphic design and writing skills. A demonstrated history of using social media tools, particularly for marketing. Excellent written and oral communication skills. Ability to work collaboratively with other members of the library staff. Strong organizational and time management skills. Detail-oriented approach to work tasks. Demonstrated skill in negotiating with publishers and agents in acquiring authors, musicians and other talent for programs. Ability and desire to work with the public. Knowledge of philosophy and functions of a public library and ability to project a positive image of the library via programming, with a strong background in the arts.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Work involves sitting, standing, walking and stooping. The employee is frequently required to arrange furniture for programs, including lifting chairs overhead and lifting and moving tables. May be required to lift objects such as files, boxes, library materials, and/or equipment weighing up to 30 pounds. Duties are largely mental rather than physical, but the position requires motor skills for activities such as moving library materials, using office equipment, including but not limited to telephones, personal computers, and other equipment. Visual demands require routinely reading documents for general understanding and analytical purposes.

POSITION GRADE LEVEL AND SCHEDULE

- Position is Grade F with a ten step pay scale starting at \$26.47 and ending at \$34.53.
- 20.5 hours/week. Tuesdays and Thursdays 11:00am-6:00pm and Saturdays 9:30am-4:00pm.
- Benefits as outlined in the Aquinnah Personnel Bylaws.